

**dorcas pereira de j. dos SANTOS**

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Salvador Pitaro street, nº 140 – Coronel Araujo – 15775-000 –

Santa Fé do Sul- SP.

**EDUCATION**

Law degree by the State University of Mato Grosso do Sul - Paranaiba/MS

Conclusion: December 2011.

**LANGUAGE SKILLS**

Portuguese as a native language (mother tongue)

Fluent English, skilled at communicating and developing relationship with ESL students and their families. Excellent written and oral communication skills.

**Work experience**

Experience in teaching and translating English Language.CCAA/CCLS (2007 – 2013)

•Design and teach weekly course for kids, teenagers and adults.

• Meet individually with students to discuss courses, grades, behavior, school applications, and other issues and concerns.

• Maintain contact with parents and guardians of students to develop a network of support and communication around each student.

• Implemented use of new data program in the counseling office to help counselors track student progress

Internship at the Center for Legal Assistance and Practice from the University of Paranaiba-MS, with customer service, development of initials, checking and monitoring of lawsuits (2010 – 2011)

Worked for some months translating a project for a group of members from the Rotary Club – Paranaiba. (2012)

Secretary of a Postgraduate center – providing customer assistance, confectioning certificates, responsible for all Registrar publications, editing, formatting and budgeting, including postgraduate Course Catalog, a full compilation of courses provided by the College.(2009- 2011)

**Aditional information**

System Operation – Office package

From de 2003 through 2004.

MEC – Mastering English Course by the Cultural Center of Languages Studies

From 2006 through 2008.

Oratory, Course by SEBRAE – Paranaíba-MS.

2009.

Availability for moving to others cities or even country, according to the need of the company.